

Eastern New Orleans Neighborhood Advisory Commission

Bylaws of the Commission

Article I. NAME

Section 1. There is established by the **State of Louisiana**, The EASTERN NEW ORLEANS NEIGHBORHOOD ADVISORY COMMITTEE, hereinafter referred to as the “ENONAC”. The boundaries of ENONAC are the Industrial Canal to the west, the Intracoastal Canal to the south, the St. Tammany Parish Line to the east, and Lake Pontchartrain to the north.

Article II. DUTIES & RESPONSIBILITIES

Section 1. Advice to State and Local Government: The ENONAC may advise the New Orleans City Council, the Mayor and all agencies under the purview of the aforementioned offices, and all independent agencies, boards and commissions of the government of the City of New Orleans and State of Louisiana, with respect to all proposed matters including, but not limited to, decision regarding neighborhood planning, housing density, economic development, traffic, parking, recreation, street improvements, liquor licenses, zoning, police protection, sanitation and trash collection, social service programs, education, health, safety, and budget which affect the ENONAC area.

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Section 2. Notice to the Commission: All notices shall be sent either by mail, facsimile, or certified mail to the Commission’s office to ensure compliance with legislative Act 394.

Section 3. Scope: The ENONAC may present its views to any agency and may initiate its own proposals which promote the general welfare of the overall development of the Areas of Emphasis or Areas of Interest, pursuant to Article III Section 6.

Section 4. Annual Report: On or before **March 30th February 15** of each year, the ENONAC may file an annual report with the **City and the State of Louisiana** for the preceding fiscal year. Copies shall be made available to the public. The report shall include but shall not be limited to:

- a. Summaries of important problems perceived by the ENONAC listed in order of their priority;
- b. Recommendations for actions to be taken by the **state or local government**.
- c. Recommendations for improvement on the operation of the ENONAC;
- d. An annual financial report;
- e. A summary of ENONAC activities

Section 5. Programs: ENONAC may conduct neighborhood or community enhancement campaigns. It may also conduct programs in conjunction with existing activities, provided that such activities on behalf of the ENONAC are not duplicative of programs or service available.

Article III. COMMISSIONERS / Commissioners Advisory Board (CAB)

Section 1. Composition of Commission: The ENONAC shall be composed of those persons domiciled within the boundaries of Eastern New Orleans; **not an elected official or an employee of an elected official**. Each of the following incorporated subdivisions shall have one voting member and one alternate member to include but not limited to:

Academy Park	Forest Park East	Oak Island
Adams Court	Idlewood	Parkwood
Barrington Court	Irish Bayou	Pines Village
Bel Air East	Kenilworth Civic	Plum Orchard
Blueridge	Kenilworth Oaks	Pressburg East

Briarwood	Kingswood	Pressburg Park
Bullard Park	Lake Barrington	Rosedale
Bunker Hill	Lake Bullard	Seabrook Camelot
Lake Carmel		Springlake
Castle Manor	Lake Catherine	St Gabriel
Chimney Wood	Lake Forest Estates	Tamaron Estates
Delmar Villa	Lake Willow	Venetian Isles
Donna Villa	Lakewood East	Village d L'Est
Eastover Estates	Little Woods	West Adams
Evangeline Oaks	Marywood	Willowbrook
Fairway Estates	McKendall Estates	Wimbledon
Faubourg	Melia	

The interest of the business community shall be represented through a representative of the 7,000 acre industrial district. Said business representative, or the designated proxy, shall have one vote. **(member-at-large)** The rental community shall be represented by a member of the Greater New Orleans Apartment association. Said rental representative, or the designated proxy, shall have one vote. **(member-at-large)** **They will be a part of the CAB membership and require certification.**

Section 2. Term of Office: Commissioners shall serve for a term of **two** years. Commissioners may serve **no** more than **two consecutive terms**. **Commissioners must be annually certified prior to being seated. The term of each commissioner member who is a president of a neighborhood association or organization, or a designated alternate, must coincide with the term of office of the president of the association or organization represented.**

The term of each commission (CAB) member, who is an at-large member, shall not be term limited.

Section 3. Vacancies: Vacancies **on the commission shall be filled in the manner of the original appointment for the remainder of the unexpired term.** Should a member miss four meetings in any one year, or three consecutive meetings, said member shall be removed from the board. The appointing authority shall have the obligation to replace said member within 30 days of receiving written notification.

Section 4. Compensation for Commissioners: Commissioners shall serve without compensation; however, they may be reimbursed for expenses for the conduct of official ENONAC affairs, in accordance with the rules, herein delineated, pertaining to the management of ENONAC official affairs and upon rendering supporting documentation such as cash register receipts, invoices, etc.

Section 5. Commission Policy Statements: Individual Commissioner, unless authorized by a majority vote of ENONAC, shall not make public statements for the ENONAC or assume obligations for the ENONAC.

Section 6. Records: ENONAC, as well as each Committee of the ENONAC, shall maintain a record of meetings, including the attendance of its members. Such records shall be forwarded to the ENONAC Secretary and shall be available for public inspection.

Section 7. Votes of the Commission: All Commissioners shall have equal voting rights following the principle of one person, one vote.

Section 8. Commissioner Correspondence: Communications by individual Commissioners (i.e.; requests for information, inquiries on behalf of constituents, etc.)

on Commissioner Stationery will be properly identified as personal and distinguished from Commissioner Notices. Copies of all communications by the Commissioners will be filed with the Secretary and will be kept as a part of the record of the ENONAC related activities.

Section 9. Quorum: The Commission may declare a quorum and take official action if a majority of the elected **representatives** of the **certified** Commission are present. In the absence of a quorum, Commissioners present at a duly noticed meeting may fix the time to which to adjourn, recess or take measures to obtain quorum.

Section 10. Removal of Commissioner: Any or all Commissioners may be removed at any time **for good cause** by action of **2/3 vote** of the total members at **a meeting wherein a quorum is established**. Should a member miss four meetings in any one year, or three consecutive meetings, said member is removed from the **Commission**.

Section 11. ENONAC equipment and supplies: Equipment and supplies purchased with Commission funds or donated to the ENONAC belong to the ENONAC and are not to be appropriated for personal use.

Article IV. OFFICERS

Section 1. Election of Officers: Chairperson and Vice-Chairperson shall be referred to as President and Vice-President. ENONAC shall elect a **President**, **1st Vice-President**, **2nd Vice- President**, Secretary, Treasurer, two At-Large Members and such other officers as may be necessary from among the ENONAC members. The election of ENONAC officers shall take place **no later than the February meeting of ENONAC** of each election year except that election for the first officers shall be held at a meeting not later than thirty (30) days following certification of a majority of the members of the ENONAC.

Section 2. Term of Office: Officers shall serve a term of two (2) years or until their successors are elected. Terms of Officers shall begin at the close of the regular meeting in which the election was held. **No President may serve more than two consecutive terms in that office.**

Section 3. Nominations: Each candidate shall be nominated by a Commissioner and must be seconded by another Commissioner. A Commissioner may nominate her/himself but may not second the nomination. **All candidates shall be composed of those persons domiciled within the boundaries of Eastern New Orleans.**

Section 4. Voting: Officers of the ENONAC shall be elected by a majority vote of the quorum present of certified CAB members. In the event that no candidate has a majority vote of all commissioners, there shall be a run-off election between the two candidates having received the most votes. Voting on each office shall occur before the floor is opened for nominations for another office.

Section 5. Conflict of Interest: No officer shall use his or her official position or office to obtain personal or financial gain for himself or herself, any member of his or her household, or any business with which he or she or a member of his or her household is associated. **Officers** must reveal any direct or indirect conflict of interest in any subject matter within the environs of the ENONAC prior to a vote. Be there a prevailing conflict of interest, said **Officer** may not vote on the proposal. Voting on a proposal when one has a conflict of interest shall result in the removal from the **Executive** Board of Commissioners.

Section 6. Vacancies: In the event of a vacancy among the Executive Board of the ENONAC, an election shall be held at the next **regularly scheduled meeting** to fill that vacancy. If there is no regularly scheduled ENONAC meeting within 45 days, a special meeting shall be held to fill the vacancy.

Section 7. Duties/Responsibilities of President:

i. **Convener:** The **President** shall serve as the convener of the ENONAC and shall chair meetings.

- ii. **Ruling on Procedural Matters:** The **President** may rule on procedural questions. Such rulings may be overturned by a majority vote of the ENONAC.
- iii. **Supervision of ENONAC Staff:** The **President** shall be responsible for supervision of the ENONAC Staff.

Section 8. Duties/Responsibilities of Vice-President:

- i. **Represent the President:** The 1st Vice-**President** shall fulfill the obligation of the **President** Chairperson in his or her absence. The 2nd Vice-**President** Chairperson shall fulfill the obligations of the 1st Vice-**President** in his, her, or their absence.

Section 9. Duties/Responsibilities of Recording Secretary:

- i. **Preparation of Minutes:** The Secretary shall be responsible for preparation of the minutes of the ENONAC, for all distribution of copies of the minutes to all Commissioners, and for making copies available at the ENONAC office to residents of the ENONAC area on request.
- ii. **General Correspondence:** The Secretary shall be responsible for general correspondence of the ENONAC, **notices of public meetings**, as well as maintaining records of all activities, including a record of notices received and ENONAC responses to these notices.

Section 10. Duties/Responsibilities of Treasurer:

- i. **Annual/Quarterly Financial Reports:** The Treasurer shall develop an annual fiscal budget and such revisions as may be required during the year, for approval by the ENONAC and submission to the full Board. Quarterly financial reports will also be prepared within 45 days of the close of each fiscal quarter, for approval by the ENONAC. Information provided by the ENONAC on this form will consist of the beginning cash balance, a summary of all receipts and expenditures, and the ending cash balance.
- ii. **Bonding of the Treasurer:** If required by law, the Treasurer and the **President** shall be bonded in accordance with Louisiana law and regulations.
- iii. **Authorization of Commission Expenditures:** The Treasurer shall authorize in writing and record in the ENONAC books of accounts each expenditure of funds by the ENONAC. The Treasurer may disburse to another Commissioner or employee of the ENONAC amounts not in excess of \$200 out of petty cash funds. Receipts of said expenses shall be submitted.
- iv. **The Treasurer shall with the President or 1st Vice-President cosign** all checks or withdrawal documents from any ENONAC account. In the absence of either or when one of them is also the payee, any other officer listed in the records of the bank may cosign. No payee shall be permitted to cosign any check.

Article V. MEETINGS

Section 1. Public Meetings Requirements: All meetings of the ENONAC at which a **quorum is present** shall be open to the public.

Section 2. Official Action: No official action may be taken by the ENONAC unless a **quorum of Commissioners** is present and voting at that meeting.

Section 3. Types of Meetings

a. Business Meetings: Regular business meetings shall be held not less than four (4) times a year, to consider matters before the ENONAC which may include but not be limited to consideration of actions of the **City of New Orleans, state of Louisiana**, and all agencies operating under the purview of the aforementioned offices, and all independent agencies, boards and commissions of the government of the City of New Orleans and State of Louisiana. Voting will be limited to the Commissioners. **Citizen input will be allowed prior to voting** at the discretion of the **President**.

b. Special Meetings: Special Meetings may be called by the **President**, by request of two (2) Commissioners or upon petition of one hundred and fifty (150) residents, 18 years of age or older, of the

ENONAC area. A majority of the Commissioners can then cancel the scheduled month's meeting provided that, in that month, at least one meeting is held.

c. Town Hall Meetings: Town Hall meetings may be held to hear residents' views on problems in the ENONAC area and on proposed actions of interest or concern to the community. Town Hall meetings may be held in conjunction with Business meetings; however, a separate agenda will be prepared and reported in the minutes of the ENONAC.

d. Representatives: The ENONAC shall make a good faith effort to involve all segments of the ENONAC population in its deliberations regardless of but not limited to race, sex, voting status, religion, disability, national origin, or economic status.

Section 4. Meeting Places: Meeting places may be varied so as to be held in all geographical areas of the ENONAC.

Section 5. Public Notice Meeting: No less than 24 hours' notice shall be given by the ENONAC of its meetings, except when shorter notice for good cause is necessary, by any means permitted by law.

Section 6. Agenda: The Secretary is responsible for distribution of proposed agenda to Commissioners in advance of each Business and Special meeting. The Secretary shall distribute the proposed agenda at least five (5) days in advance of the scheduled meeting. The **President** shall determine **when** new business which is raised on the floor and shall be voted upon. However, upon a motion carried by a **unanimous** vote of the ENONAC, new business shall be permitted to be discussed and voted upon at the current meeting.

Section 7. Incorporation of Resident Views: Resident views, in the form of letters, discussions, debate and votes, should be considered in all positions taken by the ENONAC.

Section 8. Dissemination of Information: The President shall be the official spokesperson for the actions, recommendations, and official positions of the ENONAC. No person shall represent ENONAC without having obtained formal authorization from the ENONAC executive board. The ENONAC shall establish such mechanisms as will insure the broadest *dissemination of information with respect to the ENONAC*.

Section 9. ENONAC Actions, Recommendations, Official Positions: ENONAC actions, except for amending these By-Laws, shall be approved by a simple majority of the votes cast by the commissioners. The ENONAC shall forward its written recommendations, if any, with respect to proposed actions to the New Orleans City Council, the Mayor, **the State**, and/or appropriate agency, board, or commission. In the case of a tie vote, the motion for ENONAC action shall fail.

Section 10. Joint Meetings: ENONAC may hold joint meetings with other Commissions or co-sponsor meetings with other civic organizations to deal more effectively with citizen concerns or solicit constituent views on matters that transcend the ENONAC boundaries. The **President** may designate another Commissioner or a member of a standing or a hoc committee to represent ENONAC at these meetings and to act as a liaison to other Commissioners on matters of mutual interest. Individuals so designated shall be considered on official business while performing such functions.

Article VI. VOTING

Section 1. Form of Vote: Voting shall be in the form of "Yes" or "No". No Board member shall be permitted to abstain from voting unless said member has a Conflict of Interest and said conflict is made a part of the record. All votes shall be recorded.

Section 2. Definition of Voting Majority: For a message to pass, it must receive more than half of the votes.

Article VII. COMMITTEES

Section 1. Categories: There shall be two categories of ENONAC committees:

a. **Standing Committees:** Standing committees are those established as permanent bodies by a majority vote and which shall be composed initially of at least one Commissioner. The Standing Committee shall correspond to the areas of greatest ENONAC concern.

b. **Ad Hoc Committees:** Established as temporary bodies by majority vote, to address internal matters or a specific issue or need.

Section 2. President's Role: The ENONAC President shall serve as an ex-officio member of all committees.

Section 3. Committees Responsibilities: Committees shall receive materials and act on requests from the ENONAC as a whole, and may develop additional information as needed in order to make recommendations to the ENONAC. They shall not act on behalf of the **President** or represent their recommendations as official ENONAC policy to others, without having obtained formal authorization of the ENONAC.

Section 4. Appointment and Removal of Committee Members: The **President** of ENONAC shall appoint the committee Chairperson and members of each committee. The Executive Board of ENONAC shall have the power to remove standing committee and ad hoc committee Chairpersons by majority vote of Executive Board. Any resident of the ENONAC area shall be eligible to be appointed as a committee member or Chairperson.

Article VIII. PARLIMENTARY AUTHORITY

Section 1. Robert's Rules of Order Revised: Shall govern the ENONAC in all cases in which they are not inconsistent with these By-Laws and any special rules of order the ENONAC may adopt.

Article IX. GENERAL FINANCES

Section 1. Solicitation or Acceptance of Funds: The ENONAC may solicit funds and may accept contributions.

Section 2. Pooling Funds with Other Commission: The ENONAC may pool funds with other Neighborhood Advisory Commissions within the City of New Orleans Greater Metropolitan Area or State of Louisiana in accordance with agreements mutually established between the Commissions.

Section 3. Depositories: The ENONAC shall by a resolution approved by a majority of its **Commissioners** designate financial institutions within the City of New Orleans as depositories of ENONAC funds.

Section 4. Treasury Vacancy: No expenditure shall be made by the ENONAC during a vacancy in the Office of the Treasurer or at any time when a current, accurate, and approved budget is not on file with ENONAC. In the event of a vacancy, the Executive Board may appoint an Interim Treasurer, pending the election.

Article X. LEGAL STATUS: OTHER POWERS AND LIMITATIONS

Section 1. Legal Redress: Should the ENONAC feel legal redress is required, it may initiate a legal action in the courts of the **State of Louisiana** or in the Federal Courts.

Section 2. Incorporation and Commissioner Liability: ENONAC has the authority to incorporate. No Commissioner may be held liable for actions taken as an elected Commissioner unless said Commissioner acts in bad faith.

Section 3. Hiring: ENONAC may hire employees and accept volunteer services on a full or part time basis. Employees shall serve at the pleasure of the ENONAC Executive Board and preferably, but not necessarily, be residents of the Eastern New Orleans. Persons hired by the ENONAC shall meet the qualifications established in a position description drawn up by ENONAC. The ENONAC shall not hire present members of the ENONAC Executive Board nor any Executive Board member's immediate family.

Article XI. AMMENDMENT OF BY-LAWS

Section 1. Copy of By-Laws: The ENONAC shall maintain an up-to-date copy of these bylaws and all amendments therein.

Section 2. Revision of By-Laws: Revision of these By-Laws shall be made by a majority vote of the ENONAC **upon reading of proposed revisions at** a regularly scheduled business meeting.

Section 3. By-Laws Consistent with Current Louisiana and Congressional Legislation: These By-Laws shall be consistent with **state law**.

Section 4. Public Access to By-Laws: A current copy of these By-Laws and amendments shall be available for public inspection.

Effective Date: Adopted: 8-31-2010

Signed:

Sylvia Scineaux-Richard, President

Revised 8/2010